



# MEETING ROOM REQUEST

## CENTRAL LIBRARY

**Please print and complete this form in its entirety. Failure to do so may delay the processing of your Meeting Room Request form.**

Name of Meeting /Purpose			
Organization Name		Date of Meeting	Today's Date (Application Date)
<input type="checkbox"/> FOR PROFIT/PERSONAL		<input type="checkbox"/> COMMUNITY/NON-PROFIT	<input type="checkbox"/> GOVERNMENTAL <input type="checkbox"/> LIBRARY
<b>TIME MEETING BEGINS</b>		<b>TIME MEETING ENDS</b>	
SET-UP TIME	<b>ACTUAL START TIME</b>	<b>ACTUAL END TIME</b>	BREAK-DOWN TIME
LOCATION/ROOM		<b>Equipment (Fees apply):</b> <input type="checkbox"/> Projector <input type="checkbox"/> Microphone <input type="checkbox"/> Conference Phone	
Estimated Attendance			
<b>My group plans to serve refreshments (A fee will apply):</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		Will any News Media Attend? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Contact Person		Phone #	Alt Phone #
Address		Email Address	
Alternate Contact		Phone #	Email Address

- A.** Payments for Meeting Room Use - All checks should be made payable to the Houston Public Library. All payments are due in advance. Fees will be refunded if the meeting is cancelled at least five (5) days in advance.
- B.** Any group which fails to vacate a meeting room by the agreed time will be assessed a fee (see Fee Schedule) and will be allowed to remain only if the space is available. Repeat offenders will be denied future use of Library meeting rooms.
- C.** Smoking is not allowed at any Houston Public Library location.
- D.** No admission charges are allowed. The sale of goods and services are also not allowed. "Commercial Photography" requires additional approvals. Library staff retains the right to attend any meetings or events scheduled at the Library to ensure compliance of the room usage.
- E.** All publicity will be submitted for approval to the Library prior to publication and will include the following statements: "This program is not sponsored or endorsed by the Houston Public Library." and "If you have a special physical or communications need that may impact your participation in this activity, please contact (name) at (phone number), (email) at least 72 hours prior to the event to discuss accommodations. We cannot ensure the availability of appropriate accommodations without prior notification of need."
- F.** There is a \$25.00 fee for groups wishing to serve refreshments. Serving refreshments without paying the fee may jeopardize future use of Library meeting rooms by the individual or group.
- G.** The group member completing this form is responsible for the damage, breakage, theft, or misuse of library facilities, furniture and equipment, and could be held financially responsible for the repair or replacement of furniture, equipment and/or facilities.

**As an authorized representative of the above organization, I hereby apply for a meeting room. I have read and agree to the Policies and Procedures and Rules of Use and agree to comply.**

Name (Please Print)	Signature
Title	Date

**FOR INTERNAL USE ONLY**

Received by \_\_\_\_\_ Date \_\_\_\_\_ Fee Total: \$ \_\_\_\_\_

Fees paid  YES    NO    N/A Comments: \_\_\_\_\_